



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 20th October 2009 at 5.00 p.m.
at the College.**

Present:

Mr. John Coulthard	(Chair)
Dr. Debbie Trebilco	(Vice-chair)
Mr. Frank Connorton	
Mr. Richard Darling	
Mrs. Angela Foster	
Cllr. Ray Goddard	
Mr. Gary Groom	(Principal)
Rev. Bruce Harrison	
Dr. Graham Hillier	
Mr. Rod Johnson	
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)
Miss Alys Tregear	(Staff Governor - Support)

Officers:

Mr. David Stevenson	(Clerk to the Corporation)
Miss Denise McFarlane	(Deputy Principal)

Apologies for absence:

Mr. Stephen Childs	
Prof. Simon Hodgson	
Mr. Peter Nightingale	(Foundation Governor)
Mr. George Ritchie	

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2358 Appointment of Chair & Vice-chair

The Clerk advised the Board that the process of nomination established for the purpose of appointing the Chair and Vice-chair had been completed. There had been one nomination for each position, correctly seconded, and with each nominee agreeing to stand. A voting procedure would not be necessary. It was now for this meeting formally to appoint those nominees, and it had been determined that in the first instance they would hold office for a period of two years, until the corresponding first meeting of the Autumn Term in 2011.

The Board confirmed the appointment of John Coulthard as Chair and of Debbie Trebilco as Vice-chair on the terms indicated.

2359 Dr. Graham Hillier

Noting that Graham Hillier would remain as a member of the Board, nonetheless members wished to record their thanks to Graham for his leadership as Chair of the Corporation through an important period in the development of the College, the Chair making specific reference to his influence and achievements during his period of office. The Principal supported and extended those comments.

2360 Declarations of Interest

Cllr. Ray Goddard declared an interest in item 2372, dealing with the Marske Trust. No other interests were declared in respect of this agenda.

2361 Minutes of the Board meeting held on 14th July 2009

The Minutes of this meeting were approved and signed as a correct record.

2362 Matters arising from previous meetings

2322 Redcar Schools Trust

This item is considered separately at Minute 2372 below
Noted

2341 Learner Voice Conference – Governor Involvement

This will take place in January 2010, and members will be invited to participate at that time.

2363 Membership

i) Vacancies

There were vacancies for two students. Alys Tregear reported that as a result of discussions within the student body it was anticipated that there would be an election and that two members would then be appointed. The Clerk also reported that discussions which had taken place with regard to the possible appointment of a local solicitor had come to nothing.

It was agreed that this on-going vacancy be reported to the next P & N Committee meeting.

Action: Clerk

ii) Committee membership and meetings

The Clerk reported that it was provided for within the Articles that the Chair should not be a member of the Audit Committee. At a meeting held earlier, that Committee had now elected Rod Johnson as its Chair, but the withdrawal of John Coulthard left a vacancy. The Chair considered that this may also be an appropriate opportunity to review the membership of Committees, and a copy of the current structure had been circulated.

It was agreed as follows: (complete revised membership attached)

A Membership

i) John Coulthard to P & N (in place of Graham Hillier)

ii) Graham Hillier to Audit (in place of John Coulthard)

iii) John Coulthard to Q & S (in place of Alys Tregear)

iv) Alys Tregear to Audit (in place of Phil Smith)

Action: Clerk

Clerk's note: I had in error assumed a vacancy on Employment Committee; since that was not the case the decision taken in that regard is not recorded. (DJS. 27/10/09)

B Times of meetings

It was also agreed that Board meetings would continue to start at 5.00 p.m.; that meetings of the Audit Committee would now start at 5.30 p.m.; that meetings of F & GP Committee would remain at 4.00 p.m.; and that other Committees should determine their own preferred starting times.

Action: Clerk

C Chair of Audit

It was noted that the Audit Committee had appointed Rod Johnson as its Chair.

2364 Report of Chief Executive/Principal

(i) Health & Safety

A detailed report had been circulated. In the period covered by the report there had been no reportable incidents. In September there were 8 non-reportable incidents, which were described in the report, one of which was discussed in detail. Three near miss reports were also identified. It was noted that a revised procedure was to be introduced in respect of visits. It was felt that the increase in non-reportable incidents was due to new students at the beginning of the year, and some new practices. Rolling average incident figures for the previous 12 months were also provided.

The report was noted.

**ii) Briefings and Actions
Collaboration**

The College, mainly through the Principal, continued to participate in the Local Learning Partnership (LLP); the Local Strategic Partnership (LSP); the Regional Commission for 14-19; the AoC (North); and Learning and Skills Improvement Service (LSIS).

iii) Financial Report

There was insufficient detail at this stage of the year to produce a detailed financial report.

iv) Marketing & Recruitment

Details were provided of the 'Learner headcount' to date in the current year. It was reported that the target recruitment of 16-18 year olds was at 87%, resulting in SLN adjusted income of 83%, and that similar figures for the 19+ sector were 83% and 75%, giving overall figures of 83% and 83%. It was noted that there were considerable numbers of learners yet to be added to the system, including TTE recruitment, which will increase the SLN values, to a point where they may exceed target. It was anticipated that college targets will be achieved, if not in some instances exceeded. Entry to Employment numbers are also expected to increase.

Information was also given in respect of enrolments by school and conversion rates. It was reported that the enrolment process was beginning earlier and in some instances taking place on schools' premises.

v) Retention & Achievement

Details were provided identifying comparisons between the current 08/09 outturn position (with some results still awaited) and the

previous year. There remain difficulties with adult learner achievements, although the under-19 situation has improved. This matter will be considered further with the self-assessment report later in the term.

vi) Staff Utilisation

Staff utilisation is monitored regularly. The predicted outturn as at the end of September stands at £7.68m (outturn for 2008-09 was £8.38m, including redundancy costs). Current expenditure is broadly in line with predicted expenditure for the period, except in the Train to Gain sub-contracts area, which is under review.

vii) Progress against Development Plan

The 2008-09 Development Plan has been closed out and outstanding actions carried forward to the current year. A report on progress will be made at the December meeting.

viii) Outward Collaborative Provision

This section of the Principal's report is not for publication

Details were provided of the contract with TTE and of other listed sub-contractors, including a report on the planned monitoring process in respect of the quality of sub-contracted provision, including unannounced visits and telephone checking. In respect of some concerns expressed through the audit process, appropriate actions had been taken, including discontinuing some contractual arrangements.

ix) Risk-managed activities

No further risks have been identified since the last review other than those noted with regard to the new build reports.

The Report of the Chief Executive & Principal was discussed and noted, with any actions as shown against each item.

2365 Accommodation up-date

i) Phase 1

This item is not for publication, and is minuted separately in Part B of these Minutes.

ii) Phase 2

This item is not for publication, and is minuted separately in Part B of these Minutes.

2366 FE+ Annual report & accounts

This item is not for publication, and is minuted separately in Part B of these Minutes.

2367 Wilton Innovation Connector (WiC)

This item is not for publication, and is minuted separately in Part B of these Minutes.

2368 Newco proposal

This item is not for publication, and is minuted separately in Part B of these Minutes.

2369 Strategic Plan – update

This item is not for publication, and is minuted separately in Part B of these Minutes.

2370 Revised Banking Facility

It was reported that the revolving credit facility at the level of £15m, taken out to assist with the cash flow during the new build, is due to end in January 2010. Since this level of facility is no longer required, it was proposed to reduce the level to £5m for the remainder of the period. The Board reviewed the proposed correspondence with the Bank.

It was agreed

- i) **that the amended terms and conditions of the revolving credit facility as set out in the Letter of Variation be approved and accepted;**
- ii) **that the Principal and Deputy Principal be authorised to sign the Letter of Variation and**
- iii) **the Chairman and Clerk be authorised to certify the appropriate minute.**

Action: Deputy Principal

2371 Minutes of F & GP Committee

i) 21st July 2009 - Special meeting

The Minutes of the Committee were adopted.

ii) 6th October 2009

Copies of these Minutes were tabled and presented by the Chair of the Committee. It was noted that the Committee had approved an increase in the child care budget to accommodate an increase in adult students with child care needs, and that a further report would be brought in respect of insurance arrangements, including those for Corporation members.

The Minutes of the Committee were adopted.

2372 Marske Specialist School Trust

A paper had been circulated indicating that there was a proposal for Bydales, Kirkleatham Hall, Redcar Community College and Sacred Heart schools to form a Trust, in accordance with a memorandum of understanding, to be circulated to members. Trust membership was available only to participating schools, but the College had been invited to become a Community Member. The Company structure was identified in a further tabled paper.

It was agreed

- i) **that the draft memorandum of agreement be circulated to members; and**
- ii) **that the College continue to pursue its involvement in this partnership arrangement, subject to any further legal advice received, and to there being no conflict with the College's Articles & Instrument of Government. (Action: Clerk)**

Action: Principal

2372 Exclusion of Students

The Principal reported on a case which he had had to deal with as a matter of urgency, and indicated that the current procedures did not fully provide for urgent action if it became necessary summarily to exclude a student.

It was agreed that the student disciplinary procedures be extended to give authority in exceptional circumstances, at the discretion of the Principal, summarily to exclude a student, and that any appeal against

such an exclusion be to the nominated Child Protection Governor of the Corporation.

Action: Principal

2373 Staff Pay Award

The Principal reported receipt of a letter from the recognised lecturers' trade union, UCU, indicating that there had been no agreement at national level in respect of a pay award for the current year, and that in the event of the College not agreeing within a short period of time to a pay award of 6%, a ballot for industrial action would be considered.

The Principal reminded members that any national recommendation, had there been one, was in any case not binding on individual colleges. He further reminded members that it had been their policy for several years to identify their position in May of each year, with retrospective action, once the affordability of any award for that year could be established. However, and separate from the correspondence from UCU, he indicated that he had intended to recommend that he be allowed to bring information to the December meeting of F & GP, with a view to their determining at that time whether a pay award could be determined.

It was agreed that consideration of a pay award be made by the F & GP Committee at its meeting in December.

Action: Principal

2374 Confidential Business

It was agreed that the Principal's report on franchising monitoring (item 2364 viii) and items 2365, 2366, 2367, 2368 and 2369 should not be published.

2375 Dates of Next Meetings

The next meetings will take place at the College on
24th November 2009 (SAR meeting) at 5.00 p.m.
8th December 2009 Special Meeting at **6.00 p.m.** – provisional date
15th December 2009 at 5.00 p.m.

MEMBERS PLEASE NOTE:

TUESDAY 8TH DECEMBER 2009

The next meeting of F & GP Committee will now be held at **4.00 p.m.**

The Joint Meeting of Audit with F & GP will now be held at **5.30 p.m**

PROVISIONALLY A SPECIAL MEETING OF THE BOARD WILL TAKE PLACE AT 6.00 P.M

REDCAR & CLEVELAND COLLEGE

Board & Committee membership at 20/10/09

NAME	CATE GORY	BOARD	F & GP	AUDIT	P & N	EMPL	REMUN	Q & S	CHILD PROT	DIVER SITY
John Coulthard CH	-	√			√		√	√		
Debbie Trebilco V/C	-	√	√			√	√			
Stephen Childs	-	√				√		√		
Frank Connorton	-	√	√							
Richard Darling	-	√	√				√			
Angela Foster		√	√							
Ray Goddard	-	√			√					
Gary Groom	Princ	√	√		√	√		√		
Bruce Harrison	-	√		√						√
Graham Hillier CH	-	√		√			√			
Simon Hodgson	-	√			√			√		
Rod Johnson	-	√		√		√				
Peter Nightingale	Fdn	√		√	√					
George Ritchie	-	√				√	√			
Pat Rutherford	Fdn	√	√					√	√	
Phil Smith	Staff	√				√		√		
Alys Tregear	Staff	√		√	√					
Vacancy										
Vacancy	Studnt									
Vacancy	Studnt									
David Campbell	Extern			√						
ACTUAL TOTAL		17	6	5 + 1	6	6	5	6	1	1
TOTALS NEEDED		20	6	5 + 1	6	6	5	6	1	1

Chair shaded/underlined √